

**New Hampshire Department of  
Environmental Services  
Air Resources Division**



**Title V Permit Reporting Guidance**

Last revised: 2/14/02

**Introduction**

The NH Department of Environmental Services, Air Resources Division (DES) has developed this reporting guidance in order to offer information and assistance to owners and operators of facilities subject to Title V of the Clean Air Act (42 USC 7661). Specifically, this guidance addresses some of the reports that must be submitted by owners of facilities that have been issued Title V permits, including:

1. The **Annual Compliance Certification, due annually on April 15;** and
2. The **Semi-Annual Permit Deviation and Monitoring Report, due semi-annually on January 31 and July 31.**

Included as an appendix to this guidance document are optional forms that can be used to satisfy the reporting requirements listed above. DES is not requiring the use of these forms or the particular format shown. However, all of the information listed on the optional forms must be reported, whatever reporting format is used. The appendix includes the following documents:

- A. Annual Compliance Certification, Parts 1 through 4;
- B. Instructions for completing the Annual Compliance Certification;
- C. Semi-Annual Permit Deviation And Monitoring Report, Parts 1 through 5;
- D. Instructions for completing the Semi-Annual Permit Deviation and Monitoring Report; and
- E. Permit Deviation Reporting Form.

The annual compliance certification must be submitted to both DES **and** to the USEPA. The semi-annual permit deviation and monitoring ("PD/M") report is only required to be submitted to DES. For ease of reporting, data that has already been submitted to DES in the semi-annual PD/M report can be referenced in the annual compliance certification sent to DES instead of submitting duplicate data. However, if this option is chosen, the annual compliance certification that is submitted to the USEPA must include as attachments copies of any semi-annual reports or other pertinent data that are referenced in the document.

The annual compliance certification is discussed in more detail in [Section I](#) and the semi-annual PD/M report is discussed in more detail in [Section II](#) of this guidance document. Lastly, [Section III](#) of this guidance document discusses the specific requirements for reporting permit deviations.

Copies of this guidance document, the optional reporting forms and the instructions for completing the reporting forms can be viewed or downloaded from the DES website at <http://www.des.state.nh.us/ard/guidance.htm>.

It is the responsibility of the owner of the Title V source to monitor compliance during the reporting period and to accurately certify its compliance status annually. **DES will not be sending notices of the reporting deadlines to sources with Title V permits.** Owners of sources with Title V permits that submit incomplete reports, fail to submit a report, or submit a report after the reporting deadline may be subject to enforcement action by DES. The EPA assigns High Priority Violator (HPV) status to sources that fail to submit the Title V compliance certification by the reporting deadline. Although not required, DES recommends that the annual compliance certification and semi-annual reports be sent to DES via certified mail.

## Section I. Annual Compliance Certification:

The Code of Federal Regulations, Title 40, Part 70 (“40 CFR 70”) contains the requirements for the Title V Permitting Program. 40 CFR 70 requires that all owners of Title V sources certify their compliance status with **each condition and requirement** of the Title V permit on an annual basis.

The reporting requirements section of the Title V permit typically contains the following or similar language: “Annual compliance certification shall be submitted in accordance with Section XXI (or XXIII) of this Permit.” Section XXI or Section XXIII, depending on the format of the permit, describes the information that must be included in the annual compliance certification. The source is required to certify its compliance status with each requirement of the permit annually on or before **April 15**. The reporting period covers the period of January 1 through December 31 of the preceding calendar year. For the year in which the Title V permit is issued, the reporting period commences on the date that the permit is issued through December 31. The report must describe:

1. The terms and conditions of the permit that are the basis of the certification. The report must include the particular permit condition or item number that references each requirement, and a brief summary of the requirement;
2. The compliance status of the source with respect to each term and condition of the permit, and whether compliance was continuous, intermittent, or, if applicable, “not in compliance” during the reporting period;
3. The method(s) used for determining compliance, including a description of the monitoring, record keeping, or test methods, and the frequency, either continuous or intermittent, of the method used to determine compliance. The frequency of the method does not have to be continuous for compliance to be reported as continuous. An intermittent method, such as recordkeeping, fuel sampling, or a stack test, can

demonstrate continuous compliance if each reading or measurement during the monitoring period shows compliance. A method such as a continuous emissions monitoring system (CEM) or continuous opacity monitoring system (COM) is considered a continuous means of identifying the compliance status. Any monitoring method, whether intermittent or continuous, that show any period(s) of non-compliance, indicates intermittent compliance. Any required monitoring that was not done, whether due to missing an intermittent reading or to downtime of a continuous monitor, indicates intermittent compliance with the monitoring requirement. However, during those periods of missing data, unless some other data indicated an out of compliance status of the parameter being monitored, the compliance status could still be reported as continuous; and

**4.** Any additional information required in order to determine the compliance status of the source. The compliance status regarding a particular permit requirement must be based, at a minimum, on the testing and monitoring methods that are specified in the permit. If the owner or operator knows of any other material information, beyond the monitoring required by the permit, that demonstrates any periods of non-compliance with a requirement of the permit, that information must be identified and addressed in the compliance certification.

The annual compliance certification must also include a summary of any permit deviations (discussed in [Section III](#) of this guidance). The compliance status should be reported as intermittent (or not in compliance) if a deviation from any permit requirement occurs during the reporting period. A summary of the permit deviations must be included in the Semi-Annual Permit Deviation and Monitoring (“PD/M”) Report (discussed in [Section II](#) of this guidance). For ease of reporting, data that has already been submitted to DES in the semi-annual PD/M report can be referenced in the annual compliance certification instead of submitting duplicate data. Any deviations that occurred during the reporting period that were not either reported to DES, or included in the semi-annual PD/M report, should be reported in detail in the annual compliance certification report.

Some examples of how to list the permit condition, summarize the permit condition requirement and/or monitoring methods, as well as how to properly certify the compliance status with the permit condition are included below:

*Example 1: A requirement for a fuel oil-burning device specified in Condition VIII.B, Table 3, Item 7 of a Title V permit could state the following: “The maximum usage of #6 fuel oil shall be limited to 2,500,000 gallons during any consecutive 12-month period. This fuel consumption may be adjusted such that the gallons of fuel consumed may be increased proportionately to the average sulfur content of fuel burned. The SO<sub>2</sub> emissions from the facility may not exceed 249 tons during any consecutive 12-month period.”*

*This can be summarized and reported in the compliance certification as:*

Permit Condition #	Summary of Permit Condition	Compliance Status	Monitoring Frequency	Monitoring Method	Summary of Deviations from Requirements
Condition VIII.B, Table 3, Item 7	250,000 gal of #6 fuel per 12 mo period, and 249 tons SO <sub>2</sub> per 12 mo period	Continuous	Continuous – fuel usage  Intermittent - %S	Continuous fuel metering and % S on fuel delivery tickets	None

*Condition VIII.D, Table 5, Item 16 of the same permit requires calibration of the fuel monitors and Item 17 requires continuous fuel usage monitoring:*

Permit Condition #	Summary of Permit Condition	Compliance Status	Monitoring Frequency	Monitoring Method	Summary of Deviations from Requirements
Condition VIII.D, Table 5, Item 16	Fuel-flow metering/recording devices shall be calibrated	Continuous	As required by manufacturer	Plant Maintenance Plan and Logbook	None
Condition VIII.D, Table 5, Item 17	Fuel-flow shall be continuously monitored	Continuous	Continuous	Fuel flow monitor	None

*Condition VIII.F, Table 7, Item 5 of the same permit requires that delivery tickets from fuel suppliers be kept to document percent fuel sulfur content and Item 6 requires fuel usage recordkeeping:*

Permit Condition #	Summary of Permit Condition	Compliance Status	Monitoring Frequency	Monitoring Method	Summary of Deviations from Requirements
Condition VIII.F, Table 7, Item 5	Delivery tickets for each shipment of fuel oil received kept on file for inspection	Continuous	With each fuel delivery	Plant Fuel Records and Logbook	None
Condition VIII.F, Table 7, Item 6	Record daily fuel usage in a bound logbook	Continuous	Daily	Fuel flow monitor and Logbook	None

*Example 2: Table 6 - Monitoring/Testing Requirements, Condition VIII.E, Table 6, Item 3(c)1 of a Title V permit requires testing of a thermal oxidizer, upon request by DES, to demonstrate at least 90% efficiency in reducing VOC emissions. Item 3(c)2 requires that the oxidizer continuously maintain a central chamber temperature of at least 1480 deg F to ensure the minimum 90 % removal efficiency while the unit is in operation. Item 3(c)3 of the same permit requires continuous monitoring and recording of the oxidizer temperature, and Item 3(c)4 requires low temperature alarm or periodic monitoring every 24 hours.*

*This can be summarized and reported in the compliance certification as:*

Permit Condition #	Summary of Permit Condition	Compliance Status	Monitoring Frequency	Monitoring Method	Summary of Deviations from Requirements, if applicable
Condition VIII.E, Table 6, Item 3(c)1	Minimum 90% VOC reduction efficiency by DES stack test	Continuous – last tested in 1995. DRE was 98.5%.	When required by DES	Stack test	None
Condition VIII.E, Table 6, Item 3(c)2	Minimum 90% VOC reduction and central chamber temperature at least 1480 deg	Intermittent	Continuous	Temp. Monitor and stripchart w/ low temp alarm	On 10/08/00, temp at 1455 for 1 hour. See Dev. Report submitted 10/09/00.
Condition VIII.E, Table 6, Item 3(c)3	The operating temperature of the thermal oxidizer shall be monitored and recorded continuously.	Intermittent	Continuous	Alarm on stripchart recorder if it stops or malfn's	Paper jam prevented recording data on 3/16/00 and 7/27/00. See Dev. Reports submitted on 3/16/00 and 7/28/00.
Condition VIII.E, Table 6, Item 3(c)4	Low temperature alarm or the temperature chart shall be examined every 24 hours to ensure compliance with the temperature limit.	Continuous	Continuous	Temp. Monitor and stripchart w/ low temp alarm	None

*Example 3: Condition III.A, Table 1 – Significant Activity Identification, lists the significant activities and devices regulated by the Title V Permit. Typically it contains a description of the device, exhaust stack identification, and the manufacturer's maximum rating or capacity for the device. Compliance with the information in this table can be stated as in the example below:*

Permit Condition #	Summary of Permit Condition	Compliance Status	Monitoring Frequency	Monitoring Method	Summary of Deviations from Requirements, if applicable
Condition III.A, Table 1, EU1	Cleaver Brooks Boiler - 25.1 mmBtu/hr gross heat input at a maximum of 167.30 gallons/hour of #2 Fuel Oil with a maximum sulfur content of 0.4 percent by weight.	Continuous	Continuous	Operated within manufacturer's parameters; fuel usage and fuel records for %S maintained.	None
Condition III.A, Table 1, EU2	Paper Machine - 40 to 50 tons per day of paper.	Continuous	Continuous	Daily Production Records	None
Condition III.A, Table 1, EU3	Caterpillar Emergency Diesel Generator, Model #3408 - 603 hp operating less than 500 hours per year, max firing rate of 4.19 mmBTU/hr, 35.9 gal/hr of diesel.	Continuous	Continuous	Operated within manufacturer's parameters; fuel usage and hours of operation logs maintained	None
Condition III.A, Table 1, EU4	Propane-fired Gas Dryer - 4.0 mmBtu/hr gross heat input from propane with a maximum sulfur content of 5 grains of sulfur per 100 cubic feet.	Continuous	Continuous	Operated within manufacturer's parameters; fuel usage and fuel records for %S maintained	None

The examples above should be used as a reference in determining how to certify compliance with permit conditions. The source must certify its compliance status with **all** of the terms and conditions in the Title V permit, in the order in which the terms and conditions are listed in the permit.

The General Title V Operating Permit Conditions, typically numbered as Conditions X through XXVIII, do not have to be addressed individually in the annual compliance certification. Instead, the source can make the statement that the general permit conditions (the condition numbers may vary according to individual permits) are either not applicable or are addressed by other conditions contained within the permit.

The annual compliance certification must include a Certification of Accuracy statement, as discussed in [Section IV](#) of this guidance. The Responsible Official listed on the cover page of the Title V permit must sign the statement.

If there are any questions regarding the annual compliance certification, please call (603) 271-1370 and request the Compliance Bureau, Enforcement Section.

## **Section II. Semi-Annual Permit Deviation and Monitoring Report:**

40 CFR 70.6(a)(3)(iii)(A) contains the requirements for semi-annual reporting. These requirements are usually incorporated into the Title V permit in either the table titled “Applicable Reporting Requirements,” or in the section titled “Compliance Demonstration Requirements.”

All owners of sources with Title V permits are required to submit Semi-Annual Permit Deviation and Monitoring (“PD/M”) reports to DES. The semi-annual PD/M report summarizes the results of the monitoring and work practices required by the permit in order to determine the source's compliance status with the terms and conditions of the permit. The reports must be submitted on or before **July 31** for the preceding period of January through June, and on or before **January 31** for the preceding period of July through December. For the semi-annual period in which the Title V permit is issued, the first reporting period commences on the date the permit is issued through the end of that semi-annual period.

The type and amount of data that is required by the monitoring provisions of the permit varies greatly from source to source depending on the devices covered by the permit. The monitoring information that is included in the semi-annual PD/M should contain summaries of the pertinent data that demonstrates the source’s compliance status and shows that the required data is being recorded and maintained. Some examples of common permit monitoring requirements and the data that should be submitted to DES in order to demonstrate compliance with those requirements are included below and on the following pages:

*Example 1: A source has a Title V permit for 3 oil-fired boilers that are also subject to NOx RACT. The permit contains monitoring requirements that include: annual*

*inspection of the boilers and stacks, annual NO<sub>x</sub> RACT testing of the boilers, and maintaining records of fuel deliveries to show compliance with fuel sulfur content limits. The semi-annual PD/M reporting requirement provides that the source shall include records to show compliance with the monitoring requirements of the permit:*

Item #	Control Device	Parameter	Method of Compliance	Frequency of Method
1.	Boiler 1, Boiler 2, and Boiler 3.	Allows for adequate dispersion of regulated pollutants	Conduct an annual inspection of each stack and fuel-burning device. Records of inspections and subsequent maintenance conducted as a result of the annual inspections shall be kept on file at the Facility for review by the DES and/or EPA upon request.	Annually
2.	Boiler 1, Boiler 2, and Boiler 3.	NO <sub>x</sub> RACT Testing	Annually, before April 1st of each year, the permittee shall perform an efficiency test using the test procedures specified in ASME/ANSI Boiler Test Code 4.1 and adjust the combustion process of the boiler in accordance with the procedures specified in chapter 5, Combustion Efficiency Tables, Taplin, Harry R., Fairmont Press, 1991.	Annually, before April 15
3.	Boiler 1, Boiler 2, and Boiler 3.	Fuel Sulfur Content Verification	The operator shall conduct testing using the appropriate ASTM method or retain certified delivery tickets which state the weight percent of sulfur for each delivery of fuel oil to determine compliance with the sulfur content limitation provisions in this permit for liquid fuels in order to meet the reporting requirements specified in Env-A 900.	For each delivery

*For the inspections required in Item #1, the source should include in the semi-annual PD/M report a record that the annual inspections were completed. Preferably, the record should be a data sheet that includes the name or initials of the person that performed the inspection, and a list of the devices inspected. In addition, the data sheet should state the inspector's observations of the equipment and whether any follow-up work was done as a result of the inspection. This is an annual requirement, and therefore should only be included in the semi-annual report that covered the period in which the inspections were performed.*

*For the fuel sulfur content verification requirement in Item #3, the source should include a summary of all fuel deliveries in the semi-annual period being reported, showing the date delivered, and the amount and the weight percent sulfur of each delivery. In addition, copies of several representative fuel delivery tickets showing the information that was summarized should be included in the report.*

*For the NO<sub>x</sub> RACT testing of the boilers required in Item #2, the source needs to include in the semi-annual report copies of the test results for each boiler tested. Since this is an*



*annual requirement, the test results should only be included in the semi-annual report that covered the period in which the boilers were tested.*

*Please note that in some permits, all the information that is required to be included in the semi-annual PD/M report may not be stated in the monitoring requirement. The reporting requirement for the semi-annual report states “The report shall contain a summary of the following information...a summary report of the NOX RACT testing results required in the Applicable Recordkeeping section of this permit.” The recordkeeping requirement for the NOx RACT testing is shown below:*

Table 6 – Applicable Record keeping Requirements			
Record keeping Requirement	Frequency of Record keeping	Applicable Emission Unit	Regulatory Cite
<p>The permittee shall maintain records of NOX RACT Testing Results for the boilers in a permanently bound logbook containing the following information:</p> <ol style="list-style-type: none"> <li>1. The date(s) on which: <ol style="list-style-type: none"> <li>a. The efficiency test was conducted; and</li> <li>b. The combustion process was last adjusted;</li> </ol> </li> <li>2. The name(s), title and affiliation of the person(s) who: <ol style="list-style-type: none"> <li>a. Conducted the efficiency test; and</li> <li>b. Made the adjustments;</li> </ol> </li> <li>3. The NOX emission concentration, in ppmvd, corrected to 15% oxygen, after the adjustments are made;</li> <li>4. The CO emission concentration, in ppmvd, corrected to 15% oxygen, after the adjustments are made; and</li> <li>5. The opacity readings</li> </ol>	Maintain on a continuous basis as specified in Table 5 of this permit	Boiler 1, Boiler 2, and Boiler 3.	Env-A 1211.05(b)(2) & 40 CFR 70.6(a)(3)(iii) (A) Federally Enforceable

*The recordkeeping requirement in Table 6 stipulates that NOx and CO concentration readings, corrected to 15 % oxygen, and opacity readings need to be included in the records maintained of the testing. Therefore, the person(s) performing the testing must collect this data during the NOx RACT test. This data must be submitted in the semi-annual PD/M report.*

**The example above illustrates the importance of being aware of ALL the details and requirements of the permit.**

*Example 2: A source is required by its Title V permit to maintain the exhaust gases leaving the secondary chamber of an incinerator at a temperature greater than 1500 degrees F to ensure adequate destruction of pollutants. The source is required to continuously monitor this temperature using a system that records and averages the temperature data hourly. The source is also required to record process data continuously on a stripchart. The permit requires that the semi-annual PD/M report contain summaries of the monitored data. To meet this requirement, **all** of the data recorded during the semi-annual period does not have to be submitted to DES to demonstrate compliance. The source can submit examples of the temperature and process data recorded over short-term periods (e.g. one day) that show representative data and how the data is recorded and monitored. The source can also submit a statement that on all days during the reporting period, noting any exceptions and deviations, values for the recorded parameters fell within the allowable ranges. The source can summarize any days that were promptly reported as deviations to DES because data was not recorded, or because the data fell outside of the allowable ranges.*

The semi-annual reports should include a summary of all permit deviations that have occurred during the reporting period. The summary of deviations does not have to include all the details of each reported permit deviation. It should include the affected device, type of deviation, date of occurrence, date the notice was filed with DES, and whatever minimum data is necessary to show that the deviation was remedied. Any deviations that occurred during the reporting period that were not previously reported to DES (as required) should be reported in detail in the semi-annual report.

Sources may elect to submit the information to be included in the semi-annual PD/M reports on a calendar quarterly basis. Some Title V sources are required to submit other reports to DES on a quarterly basis. For example, those sources with continuous emissions monitoring equipment are required to submit quarterly Excess Emissions Reports and summaries of daily emissions data within 30 days after the end of the calendar quarter. If it is easier for the source to do so, all the reports may be submitted together. However, if this option is chosen, it should be clear on the cover sheet of the reporting package which reports are being included in the single submittal.

Included as an attachment to this guidance document are optional forms that can be used for reporting the information required to be included in the semi-annual PD/M report. The source is not required to use these forms or to use the particular format shown. However, all information listed on the optional forms is required to be reported by the source whatever the source chooses for its reporting format.

The semi-annual PD/M report must include a Certification of Accuracy statement as discussed in [Section IV](#) of this guidance. The statement must be signed by the Responsible Official as listed on the cover page of the Title V permit.

If there are any questions regarding the semi-annual PD/M report, please call (603) 271-1370 and request the Compliance Bureau, Enforcement Section prior to the reporting deadline.

### **Section III. Reporting Deviations from Title V Permit Requirements (i.e. permit deviations):**

40 CFR 70.6(a)(3)(iii)(B) contains the requirements for reporting permit deviations. It states that permits shall require:

“Prompt reporting of deviations from permit requirements, including those attributable to upset conditions as defined in the permit, the probable cause of such deviations, and any corrective actions or preventive measures taken. The permitting authority shall define prompt in relation to the degree and type of deviation likely to occur and the applicable requirements.”

The term “deviation” is not defined in 40 CFR 70. However, the term is defined in the NH Admin. Rules Env-A 101.204 as “any occurrence that results in an excursion from any emission limitation, operating condition, or work practice standard as specified in either a Title V permit, state permit to operate or temporary permit issued by the division.”

Either Section XXVIII or Section XXX of the Title V permit describes the requirements for reporting permit deviations. All permit deviations are required to be reported to DES within 24 hours of discovery of the deviation. Some Title V permits contain an 8-hour notification requirement, although most permits have been amended to require notification within 24 hours. DES requests that all deviations be reported within 24 hours. The deviation can be reported to DES by telephone, fax, or e-mail ([pdeviations@des.state.nh.us](mailto:pdeviations@des.state.nh.us)). Permit deviations reported to DES by telephone must be followed up by a written report of the deviation within 15 days of discovery of the permit deviation. Deviations reported to DES within 24 hours by fax or by e-mail that contain all the information of the written report, fulfill both the 24-hour requirement and the requirement for the written report.

Note that the NH Admin. Rules Env-A 911 promulgated on 4/23/99, sets forth requirements for reporting permit deviations that are different from those of the Title V program. Title V sources must follow the requirements for reporting permit deviations contained in the permit and in this guidance document.

The written report must include the following information:

- 1) A citation of the permit paragraph or item # that was deviated from;
- 2) The specific device that contributed to the deviation, if applicable. This can include an air pollution control device;
- 3) The particular pollutant involved, if applicable;

- 4) A description of the permit deviation. If the deviation was a violation or exceedance of an emissions standard, include the magnitude of the emissions and an explanation of the calculation or estimation used to quantify the emissions;
- 5) The day(s) on which the permit deviation occurred;
- 6) The duration of the deviation, including the time the deviation began and ended; and
- 7) The cause of the deviation and the actions performed to correct the deviation and the preventive measures taken to prevent future occurrences.

Any permit term or condition that has not been complied with is a deviation of that permit term or condition and must be reported to DES as a permit deviation. The deviation may or may not be a violation of an emission limitation or standard. A permit deviation can occur while other indicators of compliance demonstrate that no emissions violation or exceedance has occurred. Failure to monitor data required by the permit, or at the frequency required by the permit, is also a permit deviation. Also, if other evidence shows that the parameter that was being monitored was outside of the compliance range during the period of missing data, or that an emissions violation or exceedance occurred that normally would have been indicated by the data that was not recorded, then this must also be reported as permit deviations. Reporting permit deviations to DES does not necessarily imply that enforcement action will be taken for the deviation. However, DES may choose to take appropriate enforcement action for permit deviations depending on the circumstances.

Permit deviations that have occurred during January through June, or July through December, must be summarized in the respective Semi-Annual Permit Deviation and Monitoring report (discussed in [Section II](#) of this guidance). Any deviation that was not reported to DES in detail as required, must be reported in detail in the semi-annual report.

Included with this guidance document is an optional form to use for reporting permit deviations by fax or e-mail. The source is not required to use this form or the particular format shown. However, all information listed on the form and noted above is required to be reported by the source no matter what reporting format is used.

The permit deviation report must include a Certification of Accuracy statement as discussed in [Section IV](#) of this guidance. The report must be signed by the Responsible Official listed on the cover page of the Title V permit. DES will accept permit deviation reports sent via e-mail without a signed Certification of Accuracy statement, in lieu of a faxed or mailed permit deviation report signed by the Responsible Official. The Semi-Annual Permit Deviation and Monitoring Report (as discussed in [Section II](#) of this guidance) must include a summary of all permit deviations reported during the semi-annual period. The Certification of Accuracy statement signed by the Responsible Official must be included on this semi-annual report certifies the accuracy of the individually reported permit deviations summarized in the report.

If there are any questions regarding reporting of permit deviations, please call (603) 271-1370 and request the Compliance Bureau, Enforcement Section prior to the reporting deadline.

## **Section IV. Certification of Accuracy Statement**

40 CFR 70.5(d) states that “Any application form, report, or compliance certification submitted pursuant to these regulations shall contain certification by a responsible official of truth, accuracy, and completeness. This certification and any other certification required under this part shall state that, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.”

The person designated by the source as the Responsible Official can be any one or more of the following:

- a. A person in charge of a principal business function, or who performs similar policy or decision-making functions for the corporation;
- b. A duly authorized representative of the company or corporation if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit;
- c. A responsible person or official authorized by the owner or operator of a unit to represent the owner or operator in matters pertaining to the submission of and compliance with permits, permit applications, and compliance plans for the unit; or the submission of, or compliance with permits, permit applications, compliance plans, emission monitoring plans and reports, and annual compliance certifications; or
- d. For a partnership or sole proprietorship: a general partner or the proprietor, respectively.

The person designated as the Responsible Official can be changed by requesting an Administrative Permit Amendment pursuant to the NH Admin. Rules Env-A 612.01.

All documents submitted to the DES are required to contain a certification of accuracy statement signed by the Responsible Official. Such certification must comply with the requirements of 40 CFR 70.5(d) and contain the following language:

"I am authorized to make this submission on behalf of the facility for which the submission is made. Based on information and belief formed after reasonable inquiry, I certify that the statements and information in the enclosed documents are to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment."

## **Section V. Mailing Addresses**

All reports submitted to DES, **except** those submitted for the purpose of emission-based fees, must be mailed to the following address:

New Hampshire Department of Environmental Services  
Air Resources Division  
6 Hazen Drive  
P.O. Box 95  
Concord, NH 03302-0095  
ATTN: Compliance Bureau

All reports submitted to EPA must be mailed to the following address:

Office of Environmental Stewardship  
Director Air Compliance Program  
United States Environmental Protection Agency  
1 Congress Street  
Suite 1100 (SEA)  
Boston, MA 02114-2023  
ATTN: Air Compliance Clerk

Any questions regarding this guidance document or any of the optional forms or instructions for their completion should be directed to the Compliance Bureau, Enforcement Section at (603) 271-1370.

**Appendix to Guidance Document:**

- A. [Annual Compliance Certification, Parts 1 through 4](#)
- B. [Instructions for completion of the Annual Compliance Certification](#)
- C. [Semi-Annual Permit Deviation And Monitoring Report, Parts 1 through 5](#)
- D. [Instructions for completion of the Semi-Annual Permit Deviation and Monitoring Report](#)
- E. [Permit Deviation Reporting Form](#)